

~~CONFIDENTIAL~~

EYES ONLY

ORD-0079-74

18 January 1974

MEMORANDUM FOR: Director of Research and Development
THROUGH : Special Panel, ORD
SUBJECT : ^{25X1A9a} Recommendation for Promotion -
[REDACTED]
GS-04 to GS-05

25X1A9a

1. [REDACTED] joined the Agency in October, 1972 as a GS-04 clerk-steno and came to ORD in May, 1973. Prior to this latter date, she was on special detail to the National Security Council where she received a commendable fitness report. After graduation from high school she completed an executive secretarial course at the Lear Siegler Career Center. She passed her steno shorthand and typing tests in October, 1972.

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2. [REDACTED] has worked under the supervision of [REDACTED] in the Data Processing Research Division, ORD since coming on board to ORD. In this period she has performed in an efficient, dedicated, and productive fashion. Also, during the course of implementing the duties assigned to her, she has maintained a very positive professional attitude and her cheerful demeanor makes her popular with her co-workers. Her quickness to learn ORD contractual and office procedures and willingness to accept a heavy workload has made her a valuable member of the DPR secretarial staff.

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3. [REDACTED] performs proficiently at a GS-05 level. Accordingly, it is recommended that she be promoted from a GS-04 to a GS-05. She has been a GS-04 for approximately 16 months.

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[REDACTED]
Chief, Data Processing Research
Office of Research and Development

CL BY 003671
E2 IMPDET

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approved
2/23/74

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SUBJECT: 25X1A9a
Recommendation for Promotion -
[REDACTED]
SS 04 to SS 05

RECOMMEND APPROVAL:

SIGNED

Chairman, Special Panel, ORD

24 JAN 1974

Date

APPROVED:

25X1A9a

Director of Research and Development

30 JAN 1974

Date

Distribution:

Orig & 1 - Addressee
1 - C/SS/PMS/ORD
1 - SP/ORD
1 - C/DPR/ORD

DD/S&T/ORD/DPR [REDACTED] na:2906 (18 Jan 74)

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